



CITY OF HOUSTON

Job Posting

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification ENGINEER
Posting Number PN# 111997
Department Department of Public Works & Engineering
Division Engineering and Construction Division
Section Construction Branch
Reporting Location 611 Walker*
Workdays & Hours M-F, 8 A.M - 5 P.M*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Prepare the Agenda. Coordinate and conduct Preconstruction meetings and Progress meetings. Prepare Notice to Proceed letters. Prepare construction status reports. Prepare and submit project files for archives. Provide management, supervision and coordination of multiple construction-managed contracts. Reviews contract compliance with COH Policies and Procedures and project management. Coordinate, evaluate and respond to RFIs, RFPs, and Change Orders. Coordinate construction changes w/Design personnel. Monitor, review and process financial documents (pay estimates, proposal modifications, work change directives and change orders). Update contract amount and duration monthly via Change Order. Provides responses to inquiries from City Council, Contractors, City Departments, Citizens and other agencies. Stay abreast of construction schedules/progress. Establish date/time and conducts the substantial completion inspection. Obtain appropriate signatures on documents. Initiates contract closeout procedures and the preparation and execution of all required documents.

WORKING CONDITIONS

Requires the ability to communicate effectively, both orally and in writing. Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires graduation from an approved curriculum in engineering that is approved by the State Board of Registration for Professional Engineers with satisfactory standing.

MINIMUM EXPERIENCE REQUIREMENTS

Requires four (4) years of active practice in engineering.

MINIMUM LICENSE REQUIREMENTS

Requires license as a Professional Engineer in the State of Texas.
A valid Texas Driver's License and compliance with the City of Houston's policy on driving (A.P. 2-2).

PREFERENCES

Preference will be given to applicants with experience in design, construction and project management skills. Strong communication skills, decision oriented, problem solving attitude and computer skills will be preferred.

SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 26
\$1,986 - \$2,408 Biweekly \$51,636 - \$62,608 Annually

OPENING DATE July 19, 2006
CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. For application status inquiries, please call (713) 837-0951. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9471.**

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